

*Orange County's Elected Taxpayer Advocate*

**MICHELLE STEEL**

MEMBER  
CALIFORNIA STATE BOARD OF EQUALIZATION

invites you to attend the **FREE**

# COSTA MESA SMALL BUSINESS FAIR

Workshops and Resource Expo

Tuesday, March 10, 2009

## ABCs for Small Business Success

**A**nswers: One-Stop-Shop With Over 20 Participating Agencies

**B**uilding Blocks: Planning, Financing, Marketing

**C**onnections: Networking, Free Assistance, Workshops

**S**olutions: Get it Done Right!

This fair is a special event designed to assist small businesses. Various federal, state, and local government agencies, as well as other organizations that support small businesses, provide a full day of training in areas that small businesses need most.

Register online: [www.boe.ca.gov/sutax/sbf.htm](http://www.boe.ca.gov/sutax/sbf.htm) or call 888-847-9652

This event is sponsored by the California State Board of Equalization.



## WHO SHOULD ATTEND?

- New business owners
- Entrepreneurs considering starting a business
- Small business owners
- Professionals currently operating a business who have questions about state or federal tax laws
- Individuals who want to improve their business know-how

**F**riendly Assistance

**R**esults in One Day

**E**fficient Use of Time

**E**xpert-Led Classes

Register at

[www.boe.ca.gov/sutax/sbf.htm](http://www.boe.ca.gov/sutax/sbf.htm)

or

Email at

[CostaMesaSBF2009@boe.ca.gov](mailto:CostaMesaSBF2009@boe.ca.gov)

or

Call

888-847-9652

## AGENDA AT-A-GLANCE

*The day has been designed to meet your needs whether you own a business or are just thinking about starting a business.*

9:00 a.m. - 9:30 a.m.      Opening Ceremony

9:30 a.m. - 10:00 a.m.      Expo Exploration

### WORKSHOP TIMES

### STARTING YOUR BUSINESS

### GROWING YOUR BUSINESS

10:00 a.m. - 10:45 a.m.

Basic Sales and Use Tax

Marketing Your Business

10:50 a.m. - 11:35 a.m.

Writing a Business Plan

The Bottom Line — Top Dollar  
Advice for Tough Economic Times  
(Panel Discussion)

11:40 a.m. - 12:25 p.m.

State Income Tax and  
Small Business

Sales and Use Tax: How to  
Avoid Common Pitfalls

12:25 p.m. - 12:50 p.m.

Expo Exploration

12:50 p.m. - 1:35 p.m.

Making Taxes Easier for Small  
Businesses Filing Schedule C

Better Business  
Through Better Records

1:40 p.m. - 2:25 p.m.

Surviving and Thriving in  
Today's Economy

Employee or Independent  
Contractor

*Note: Classes and times are subject to change*

# ALL AT NO COST!



The location is accessible to people with disabilities. If you require special assistance, please call 888-847-9652.

Location: Holiday Inn, Costa Mesa, 3131 S. Bristol Street, Costa Mesa, CA 92626

## REGISTER NOW

NAMES OF ATTENDEES: (PLEASE PRINT)

1. \_\_\_\_\_ Title \_\_\_\_\_

Email Address \_\_\_\_\_

2. \_\_\_\_\_ Title \_\_\_\_\_

Email Address \_\_\_\_\_

3. \_\_\_\_\_ Title \_\_\_\_\_

Email Address \_\_\_\_\_

4. \_\_\_\_\_ Title \_\_\_\_\_

Email Address \_\_\_\_\_

BUSINESS INFORMATION (PLEASE PRINT)

Business \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

## 5 EASY WAYS TO REGISTER

(PLEASE REGISTER BY: MARCH 3, 2009)



### Online at

[www.boe.ca.gov/sutax/sbf.htm](http://www.boe.ca.gov/sutax/sbf.htm)



### By Email

[CostaMesaSBF2009@boe.ca.gov](mailto:CostaMesaSBF2009@boe.ca.gov)

*Please Include:*

Name, e-mail and mailing address



### Fax

the completed registration form  
to 213-593-1317



### Phone

Call 888-847-9652



Mail the completed  
registration form to:

Board of Equalization  
450 N Street MIC:19  
Sacramento, CA 95814-0019

We know your time is important. We give you just the most relevant information. During this fast-paced day we will give you the facts you need the most to be a successful businessperson.

We begin at 9:00 a.m. and end at 2:25 p.m.  
Check-in is from 8:30 a.m. – 9:00 a.m.  
Opening remarks will begin promptly at 9:00 a.m.

Expo table representatives will be available from 9:00 a.m. – 12:50 p.m. to answer your individual questions. This is also a good time to network with your fellow business owners.

### Register early – Space is limited

For additional information about our Small Business Fairs, go to our website at [www.boe.ca.gov/sutax/sbf.htm](http://www.boe.ca.gov/sutax/sbf.htm) or call 888-847-9652.

### Parking is Free.

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## 10 MORE REASONS TO ATTEND

1. Meet with representatives from several local and government agencies and nonprofit organizations ready to answer your specific business questions.
2. Learn about federal and state tax laws and how they apply to your business.
3. Gain information for your home-based business.
4. Expand your business by expanding your knowledge base.
5. Be better prepared to start your new business.
6. Get advice about record keeping, including specifics about what business records you must keep.
7. One-Stop-Shop: save time, money and gas.
8. Network with other small business owners.
9. Business sense - the more you know, the more "cents" you make.
10. Access to free business resources: gather free informative brochures and publications for future reference.

## EXHIBITORS

- Board of Equalization (BOE)
- Internal Revenue Service (IRS)
- Franchise Tax Board (FTB)
- Employment Development Department (EDD)
- California Taxpayer Advocates (BOE, IRS, FTB, EDD)
- Orange County Small Business Development Center
- U.S. Small Business Administration (SBA)
- U.S. Department of Labor – Employee Benefits Security Administration
- United States Postal Service
- IRS, Employee Plans
- California Tax Education Council – CTEC

*Subject to Change*



### Location

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3131 S. Bristol Street  
Costa Mesa, CA 92626

**Parking is Free**